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OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

Carnahan Courthouse Building  
1114 Market St., Room 608  
St. Louis, Missouri 63101  
(314) 622-4723  
Fax: (314) 613-3004

May 17, 2005

Ms. Sheroo Mukhtiar, Director  
Almost Home  
3200 St. Vincent  
St. Louis, MO 63104

RE: Fiscal Monitoring Report of Almost Home, Federal Emergency Shelter Grant  
(FESG) (#2005-HOM18)

Dear Ms. Mukhtiar:

Enclosed is a report of our fiscal monitoring review of the Almost Home (Document #48313) for the period January 1, 2004 through December 31, 2004. The scope of a fiscal monitoring review is substantially less than an audit, and as such, we do not express an opinion on the financial operations of Almost Home. Our fieldwork was substantially completed on February 15, 2005.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised and through an agreement with the Department of Human Services (DHS) to provide fiscal monitoring to all grant subrecipients. If you have any questions, please contact Dwayne Crandall at 613-7257.

Sincerely,

Mohammad H. Adil, CPA  
Internal Audit Manager

Enclosure

cc Honorable Darlene Green, Comptroller  
Patrick Brennan, Fiscal Manager, Department of Human Services



# CITY OF ST. LOUIS

*DEPARTMENT OF HUMAN SERVICES (DHS)  
HOMELESS SERVICES PROGRAM*

*ALMOST HOME  
FEDERAL EMERGENCY SHELTER GRANT (FESG)  
DOCUMENT #48313*

*FISCAL MONITORING REVIEW*

*JANUARY 1, 2004 THROUGH DECEMBER 31, 2004*

*PROJECT #2005-HOM18*

*DATE ISSUED: MAY 17, 2005*

*Prepared by:  
The Internal Audit Section*



## OFFICE OF THE COMPTROLLER

**Honorable Darlene Green, Comptroller**

**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES (DHS)  
HOMELESS SERVICES  
ALMOST HOME  
DOCUMENT #48313  
FISCAL MONITORING REVIEW  
JANUARY 1, 2004 THROUGH DECEMBER 31, 2004**

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**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES (DHS)  
HOMELESS SERVICES  
ALMOST HOME  
DOCUMENT #48313  
FISCAL MONITORING REVIEW  
JANUARY 1, 2004 THROUGH DECEMBER 31, 2004**

**INTRODUCTION**

**Background**

**Contract Name:** Almost Home

**Document Number:** 48313

**Contract Period:** January 1, 2004 through December 31, 2004

**Contract Amount:** \$80,000

This contract provided funds from the Department of Housing and Urban Development (HUD), Federal Emergency Shelter Grant (FESG) to Almost Home to provide transitional housing and nighttime or daytime shelter for those individuals that are homeless.

**Purpose**

The purpose of this fiscal monitoring review was to determine Almost Home's (Document #48313) compliance with federal, state and local Department of Human Services (DHS) requirements for the period January 1, 2004 through December 31, 2004, and make recommendations for improvements.

**Scope and Methodology**

We made inquiries regarding Almost Home's internal controls relating to the grant administered by the Department of Human Services (DHS), tested evidence supporting the reports the Agency submitted to DHS and performed other procedures considered necessary. Our fieldwork was substantially completed on February 15, 2005. On March 17, 2005, we provided the Agency with our observations and requested a response by March 28, 2005. However, as of the date of this report, the Agency has not responded.

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**CONCLUSION AND SUMMARY OF OBSERVATIONS**

**Conclusion**

Almost Home did not fully comply with federal, state and local DHS requirements.

**Status of Prior Observations**

The Agency's most recent fiscal monitoring report dated March 17, 2004 identified one observation.

- The Agency did not require two authorized signatures on checks. **(Repeated. See Current Observation.)**

**A-133 Status**

According to a letter received from Agency management dated February 15, 2005, Almost Home was not required to obtain an A-133 audit for the period ending December 31, 2004 because it did not expend \$500,000 or more in federal funds.

**Summary of Current Observations**

We made a recommendation for the following observation, which if implemented, could assist Almost Home in fully complying with federal, state, and local DHS requirements.

- The Agency does not require two authorized signatures on checks.

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**DETAILED OBSERVATIONS, RECOMMENDATIONS  
AND MANAGEMENT'S RESPONSES**

**The Agency does not Require Two Authorized Signatures on Checks**

The Department of Human Services policy guidelines require the Agency have two authorized personnel sign checks. The Agency does not require at least two authorized people to sign checks. However, there are strong internal controls in place regarding the invoice processing and check printing. This is a case of non-compliance with DHS policy guidelines, which can result in a poor approval process and management review of disbursements.

**Recommendation**

We recommend the Agency comply with DHS requirements and use two signatures on checks.

**Management's Response**

*On March 17, 2005, we provided the Agency with our observations and requested a response by March 28, 2005. However, as of the date of this report, the Agency has not responded.*